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SUBJECT GROUP 3100-3199 OPERATIONS

SUBGROUP 3170 - PORT OPERATIONS, GENERAL

3170.1 Arrival, Berthing and Departure of Ships

a. Port Services. Commanding Officer, Naval Station (NAVSTA), Norfolk has the responsibility for coordination of port services within the Mid-Atlantic Region, including port operations at the following locations:

Naval Station, Norfolk
Naval Amphibious Base, Little Creek
Norfolk Naval Shipyard Convenience Berthing
Naval Weapons Station, Yorktown/Cheatham Annex
Morehead City, North Carolina

b. Arrival/Departure LOGREQs

(1) Ships desiring arrival/departure services and anchorage assignments from the following ports will address LOGREQs as follows:

NAVSTA Norfolk, VA
TO NAVSTA NORFOLK VA//PM PORT OPS/N3//

NAVPHIBASE Little Creek, VA
TO NAVSTA NORFOLK VA//PM PORT OPS/N3//
INFO NAVPHIBASE LITTLE CREEK VA//00/N3//

NAVSHIPYD Norfolk, VA
TO NAVSTA NORFOLK VA//PM PORT OPS/N3//
INFO NAVSHIPYD NORFOLK VA//00/N3/340/800//

WPNSTA Yorktown, VA
TO LANTORDCOM YORKTOWN VA//280//
INFO NAVSTA NORFOLK VA//PM PORT OPS/N3//

Craney Island
TO NAVSTA NORFOLK VA//PM PORT OPS/N3//
INFO FISC NORFOLK VA//105/306/700//

Morehead City, NC
TO NAVPORTCO MOREHEAD CITY NC//OIC//
INFO NAVSTA NORFOLK VA//PM PORT OPS/N3//

Wilmington, NC
TO NAVPORTCO MOREHEAD CITY NC//OIC//
INFO NAVSTA NORFOLK VA//PM PORT OPS/N3//

Cheatham Annex, Williamsburg, VA
TO MSC NEAF EAST NORFOLK VA//00/N3//

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INFO NAVSTA NORFOLK VA//PM PORT OPS/N3//
FISC NORFOLK VA//105/306/700//
WPNSTA YORKTOWN VA//00//

St. Helena Annex

TO NAVSTA NORFOLK VA//PM PORT OPS/N3//
INFO NAVSHIPYD NORFOLK VA//00/N3/340/800//

Nauticus

TO NAVSTA NORFOLK VA//PM PORT OPS/N3//
INFO NAVSHIPYD NORFOLK VA//00/N3/340/800//
COMNAVREG MIDLANT NORFOLK VA//00/00PA/N30//

The standard form and procedures set forth in NWP 1-03.1 will be employed by ships arriving in the Hampton Roads area. Fleet units should continue to INFO all support addressees to include FISC Norfolk and PWC Norfolk. COMNAVREG MIDLANT NORFOLK VA//00/00PA/N30// will be included as an INFO addressee on all LOGREQS for deployers, returning deployers, and foreign ship visits. COMNAVSURFLANT ships are to include COMREGSUPPGRU NORFOLK VA as an INFO addressee on all LOGREQs.

c. Logistics Requirement Reports

(1) All installations

(a) Ships carrying cargo ammunition (i.e., AE, AOE, T-AE, T-AO classes) shall include in section ZULU of the LOGREQ either "no cargo ammunition onboard" or "XXX LBS. N.E.W. CARGO AMMUNITION ONBOARD".

(b) Ships carrying L-FORM ammunition (i.e. amphibious warfare ships) shall include in section ZULU of the LOGREQ either "non L-FORM ammunition onboard" or "XXX LBS. N.E.W. L-FORM AMMUNITION ONBOARD".

(c) Ships requesting crane service upon arrival for other than brow/stand placement must identify specific requirements and the crane coordinator in section KILO of the LOGREQ. The crane coordinator must ensure compliance with Section 4650.7 of this manual.

(2) Logistic services messages will contain the ship's estimated time of arrival/departure and will be transmitted at least three working days prior to arrival/departure, and should be received prior to 1200 on the last work day prior to a weekend or holiday if arrival/departure is so scheduled. For direct distribution to Port Operations, messages should contain Standard Subject Identification Code//NO4490//. In addition, when an arriving ship has SECNAV guests embarked, list names of guests, local destinations (airport, railroad station, etc.), ultimate destinations, if reservations are required, and other support requirements.

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(3) Section ZULU of LOGREQ will include specific transportation services required and an estimated time schedule for these services. When the requirement for services changes, Section ZULU should be promptly modified by message.

(4) Upon receipt of the information provided by (1) and (2) above, NAVSTA Norfolk will arrange and coordinate services, loading plans, and logistic requirements.

(5) Customs and immigration clearances should be requested only if required.

(6) NAVPHIBASE Little Creek

(a) Ships desiring DFM (F76) fuel services at NAVPHIBASE Little Creek shall transmit a LOGREQ to Port Operations so that the request is received not later than three working days prior to the desired date of service.

(b) Smaller ships and craft making unscheduled arrivals and departures shall request permission prior to entering the harbor or just prior to getting underway from "Little Creek Port Control" on Harbor Common or VHF Channel 12. This is mandatory in order to issue advisories on ship movements and control channel traffic.

(7) Naval Weapons Station (WPNSTA), Yorktown. An arrival conference is required for ships visiting WPNSTA Yorktown. Commanding officers will conduct an arrival conference with the Commanding Officer of WPNSTA or his designated representative (i.e. station dockmaster) to discuss safety precautions and procedures required on the piers and aboard the ship.

(a) Coleman Bridge Restrictions. The opening of the Coleman Bridge is restricted Monday through Friday between 0500-0800 and 1500-1900.

(b) WPNSTA Yorktown Port Operations will handle ships arriving at Cheatham Annex.

d. Relative Priorities for Berthing. NAVSTA Norfolk will conduct a weekly Berthing Conference to determine scheduling/ arrival and departure priorities as determined by ISICs.

e. Berthing Arrangements/Regulations

(1) General

(a) Naval ships arriving from foreign ports will not be allowed to proceed beyond the quarantine anchorage of the Hampton Roads area unless certain provisions are met.

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(b) All berthing and anchorage assignments for the Mid-Atlantic Region will be made NAVSTA Norfolk and will be transmitted to the ship via LOGREQ prior to arrival.

(c) Ships arriving at anchorage will ensure that the anchor is within fifty yards of the center of the assigned anchorage. Ships that for any reason fail to anchor in the anchorage assigned or fail to anchor within the limits prescribed above will report the circumstances immediately to the appropriate Port Control. Except in emergency, ships will anchor in Hampton Roads only in berths assigned by NAVSTA Norfolk with particular attention given to keeping clear of prohibited areas.

(d) Due to the working hours of civilian pilots, crane operators, and PWC Norfolk utilities crews, ship arrivals and departures are normally scheduled between the hours of 0700 and 1830. Emergencies are handled at any time.

(e) Changes to ship's operating schedules, especially during inspections and exercises, must be communicated to the ISIC and NAVSTA Norfolk as soon as possible. Every effort will be made to reschedule the arrival/departure.

(f) To ensure that an assigned IMAV is considered during berth assignment procedures, it is requested that, when applicable, ships include in the ZULU portion of the LOGREQ the fact that an IMAV has been assigned and the inclusive dates.

(g) Assignments of anchorages in Hampton Roads are made in accordance with United States Coast Pilot, Atlantic Coast: Sandy Hook, Chapter 2. Contact NAVSTA Norfolk to request an anchorage.

(2) Naval Station (NAVSTA), Norfolk

(a) Deep draft vessel arrivals/departures are constrained by Elizabeth River current conditions and take scheduling precedence.

(b) Masthead and Crane Height Restrictions. Due to the proximity of Chambers Field to NAVSTA Norfolk piers, an aerial navigation easement of 205 feet exists for Piers 20 through 25. Operation of cranes which extend over 205 feet requires the notification of the Air Operations Duty Officer with hours of crane operation. Cranes should not be stored overnight in the fully extended position. No ships with masthead height over 205 feet may be berthed at Piers 20 through 25.

(3) NAVPHIBASE Little Creek

(a) Ships are cautioned that the Virginia and Maryland Railroad has tugs with railroad barge in tow entering and leaving NAVPHIBASE Little Creek at irregular intervals. The tugs depart with

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tow astern about 700 feet; upon reentering, the tugs drop the astern tow abeam channel marker No.8, let the tow drift alongside, and then proceed into the RR piers with the tow alongside. All ships should anticipate these evolutions when observing these tugs standing in or out.

(b) Masthead and Crane Height Restrictions

1. Due to the proximity of the Norfolk International Airport to NAVPHIBASE Little Creek, a navigation (aerial navigation) easement of certain airspace over Little Creek harbor, piers and adjacent land areas has been granted by the government to the Norfolk Port and Industrial Authority for the safety of commercial aviation. This navigation easement essentially restricts the mooring of ships and craft at Piers 1 through 8 to those vessels whose masthead heights do not exceed 65 feet above the water surface, and the mooring of ships and craft at Piers 11 through 19 to those vessels whose masthead heights do not exceed 144 feet above the water surface. Port Operations will ensure adherence to the restrictions imposed by this Navigation easement when assigning berths to ships and craft in Little Creek harbor.

2. In situations where floating or mobile cranes are required to perform work on ships at these piers and where the extended boom or derrick height of these cranes may exceed the aforementioned masthead height restrictions, Port Operations must be informed of the pending operation so that waiver of the height restriction for specified time periods can be obtained from the Norfolk International Airport Operations Supervisor.

3. Between the hours of sunset and sunrise, cranes will display a single red light, visible 360 degrees around at the highest point, as specified in Federal Aviation Regulation, part 77, whenever the boom is raised or extended regardless of whether this exceeds the height restrictions outlined above.

4. Masthead height restrictions do not apply to any vessel that is underway in any part of Little Creek Harbor.

(c) Training Operations

1. Ships and commands are cautioned that various areas of Little Creek Cove and Desert Cove may be reserved for special training evolutions and industrial work by resident commands. During these periods, control of the part of the harbor is delegated by Port Control Little Creek.

2. Scheduling of operations and/or restriction of traffic should be requested by message or letter to be received at least ten working days in advance of the desired training date. The message must contain the dates and times, purpose and a point of

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contact that can clear surface traffic through the area during the operation. Additionally a control boat/unit on the scene will be required to monitor one of the below listed frequencies throughout the exercise:

Harbor Common	-	385.0 MHZ
VHF Channel	-	12
VHF Channel	-	13
Small Craft	-	46.65 MHZ
Safety Admin	-	41.10 MHZ (temp)

All units are required to contact Little Creek Port Control prior to commencing and upon completion of the exercise on the above listed frequencies or by telephone.

(4) WPNSTA Yorktown berthing restrictions exist due to ammunition present on the pier. Ships will not be allowed to remain overnight except under the following conditions:

(a) Ships arriving late in the day scheduled for load or unload operations the following day.

(b) Ships completing load or unload operations too late in the day to allow safe transit down the river.

(c) In unusual circumstances and when approved by SOPA (ADMIN) Yorktown Subarea.

(d) When engaged in load or unload operations which require more than one day to complete.

f. Ships Arriving from Foreign Ports

(1) Liberty shall not be granted if returning from a foreign port, until full clearance is obtained.

(2) Ship's boats, if off-loaded prior to berthing at the piers, will remain with their parent ship or proceed to a previously arranged area, and no personnel or material debarked from them until full clearance is obtained.

(3) A vessel is carrying Department of Agriculture "regulated garbage" if:

(a) It is a U.S. Naval vessel or Military Sealift Command (MSC) vessel returning from visiting a port outside the continental U.S. (CONUS) or Canada and has not been berthed at a CONUS or Canadian port for more than 24 hours.

(b) It is a vessel other than a U.S. Naval vessel and it has visited a port outside CONUS or Canada within the last two years

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and is carrying produce that was either purchased or present aboard the vessel while it was at the port outside CONUS or Canada.

(c) If produce is purchased in CONUS and mixed with the produce purchased or present on the vessel during the visit to a port outside CONUS or Canada, the newly purchased CONUS produce galley waste is also "regulated garbage."

(4) All vessels returning from visiting a port outside CONUS or Canada must notify NAVSTA NORFOLK//PM PORT OPS// in their logistic reply that they are carrying "regulated garbage."

(5) The LOGREQ reply from NAVSTA Norfolk will notify the ship of the requirement to dispose of all galley waste and produce/meat packaging material in specially marked dumpsters placed on the pier by PWC for the first 24 hours in port (or as otherwise instructed by the Department of Agriculture inspector).

g. Tugs and Pilots

(1) Navy ships are not required to take a Bar pilot when entering Hampton Roads. Ships desiring a Bar pilot should request this service in their LOGREQ; arrangements will be made for the Bar pilot to embark ships at the Chesapeake Bay Junction Buoy.

(2) Navy ships are not required to take a harbor pilot in Hampton Roads provided permission to enter the harbor has been received and a berth has been assigned. If requested, a tug or pusherboat will be assigned to standby without a pilot for pushing purposes only. For safety purposes, no lines are permitted to be made fast to a ship from any tug or pusherboat without a Navy pilot onboard the ship. Ships embarking or debarking a pilot shall proceed at a speed of between five and seven KTS to facilitate a safe transfer.

(3) NAVSTA Norfolk. Upon receipt of arrival LOGREQ from vessels scheduled to moor at NAVSTA Norfolk, NAVSTA Norfolk will advise the ship of the time to arrive at Elizabeth River Channel Buoy 3, where it will be met by tugs and pilot.

(4) NAVPHIBASE Little Creek. Normally, ships desiring pilots shall wait outside the jetty in the vicinity of Buoy "2LC." In rough weather ships may be required to stand inside the jetty to facilitate boarding by pilots. Similarly, under certain weather conditions when ships are outward bound, the pilot will be released when the ship is headed fair in the Little Creek harbor channel and the channel is clear of traffic.

(5) NAVSHIPYD Norfolk. Upon receipt of arrival LOGREQ from vessels scheduled to moor at NAVSHIPYD Norfolk, NAVSTA Norfolk will advise the ship of the time to arrive at Hospital Point, to be met by tugs/pusherboats and pilot.

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(6) WPNSTA Yorktown or Cheatham Annex. Upon receipt of arrival LOGREQ from vessels scheduled to moor at WPNSTA Yorktown, Atlantic Ordnance Command (LANTORDCOM) will state time of ship's arrival at the Coleman Bridge and will coordinate with Coleman Bridge Control for bridge opening. Tugs and pilot will normally meet the ship before passing through Coleman Bridge; coordinate with Yorktown Port Control on VHF Channel 13.

h. Speeds

(1) Speeds in excess of 15 KTS in the channel from Elizabeth River Channel Buoy #1 to Cape Henry are prohibited.

(2) Speeds in excess of 10 KTS between Elizabeth River Channel Buoy #1 and Hospital Point, or in excess of 6 KTS between Hospital Point and the Norfolk Naval Shipyard are prohibited.

(3) The speed limit in the York River is 12 KTS except from the Coast Guard pier to the Coleman Bridge, where the speed is no greater than 5 KTS.

(4) Ships navigating in Little Creek Harbor shall not exceed a speed of 5 KTS at any time and should keep to the right side of the channel. Ships shall reduce speed to bare steerageway when in the vicinity of dredging, diving operations, small boats engaged in survey or sounding work, and when passing berths.

i. Reports of Violation of Rules of the Road. Commanding officers will report to United States Coast Guard (USCG) Hampton Roads, Virginia any unseamanlike behavior and infractions of the usual courtesies of the sea which are either embarrassing or dangerous. The identity of the offending ship should be reported if ascertainable.

j. Use of Piers. Weight testing over piers at NAVSTA Norfolk, NAVPHIBASE Little Creek, NAVSHIPYD Norfolk Convenience Berthing is prohibited, with the following exceptions: RHIB boat davits and accommodation ladders. Weight testing over piers at WPNSTA Yorktown is strictly prohibited; weight tests may be conducted on the ship's outboard side.

k. Brows, Camels, Platforms, Landing Stages, and Line-Handling Parties

(1) Brows and platforms should be requested by LOGREQ.

(2) Ships inport will be tasked by the Port Operations office at each port to provide linehandlers for arriving ships, both U.S. and foreign. Tasking will be made as equitably as possible, taking into account crew size of ships tasked. Linehandling parties will be in

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the working uniform of the day. All ships berth shifting will supply their own linehandlers.

(3) The activity having custody of camels and paint floats shall be responsible for their security both during and outside normal working hours until returned to the custodian. Paint floats are issued on a first-come first-serve basis.

(4) Ships shall not rig boats, accommodation ladders or any other obstruction over outboard sides without permission from Port Operations.

1. Securing of Craft and Equipment. Under no circumstances will any ship's boat, camel, water hose, airline, power cable, or any other object, be tied or secured in any manner to the life chains or posts along the waterfront bulkheads.

m. Inboard ships. Inboard ships will display the ship's name on the brow or in the vicinity of the brow so that it will be easily visible from the piers. During the hours of darkness, the ship's name will be properly illuminated so as to allow visibility from the pier.

n. Utilities Connections and Disconnection. Ships arriving in Hampton Roads should include requirements for utilities (water, steam, electricity, sewage, telephones and landlines) in their logistic requests (LOGREQ) submitted in accordance with NWP-1-03-7.

(1) Ships' qualified personnel are permitted to disconnect steam and electrical connections when ships' departures are required under emergency movement. Prior to ships' qualified personnel making disconnections, the PWC Norfolk Utilities Department will be notified.

(2) Potable water and sewage systems on piers are facilities under cognizance of the PWC Norfolk, who is responsible for providing backflow prevention devices as required. The PWC Norfolk Utilities Department is responsible for ensuring such protection of potable water and sewage systems and for making all ship to pier connections and disconnections of potable water and sewage except in case of fire or disaster emergencies affecting the ship, as prescribed by OPNAVINST 9930.1 series.

(3) Indoctrination of fleet and shore-based maintenance service forces in promptly replacing all metal protective covers provided for utility service openings on piers is mandatory in order to avoid personnel hazard.

(4) Emergency service calls should be made to:

NAVSTA Norfolk	444-7557	
NAVSHIPYD Norfolk Duty Office	396-3221	
NAVPHIBASE Little Creek	462-4090/8680	(weekdays 0700-1500)

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WPNSTA Yorktown	462-7791	(all other times)
	887-4375	(weekdays 0700-1600)
	885-7846	(all other times)

o. Radio and Television Service

(1) Armed Forces Radio and Television Service (AFRTS) provides deployment broadcasting for deploying ships of network television programming. Contact the Naval Media Center Fleet Support Detachment Norfolk, located at NAVSTA Norfolk.

(2) Cable television service from Cox Communications is available at all NAVSTA Norfolk piers. Service includes a total of 32 channels excluding the premium movie channels. Naval Station Norfolk funds the cost for service. Ships provide their own connecting cable and connect/disconnect with ship's force personnel.

p. Ships' Movements after Arrival

(1) Information concerning subsequent berthing and berthing movements throughout Hampton Roads after arrival should be directed to the appropriate ISIC, who will coordinate arrangements with NAVSTA Norfolk.

(2) Piloting between the NAVSTA Norfolk and NAVSHIPYD Norfolk will be arranged by NAVSTA Norfolk Berthing Officer and requested by the ISIC or by the ship via LOGREQ.

(3) NAVSTA Norfolk will make arrangements for commercial pilots for vessels outbound from/inbound to Chesapeake Bay ports upon request via LOGREQ 72 hours prior to the intended move.

(4) Approximately four times per year, NAVSHIPYD Norfolk Berth 2 will be cleared in support of receiving and unloading barges or conducting maintenance or certification testing of the Hammerhead crane. NAVSHIPYD Norfolk will provide affected ships 30 days notification whenever possible.

q. Request to Disable Machinery

(1) During hurricane conditions, ships will report ability/inability to sortie in accordance with COMNAVBASENORVA/SOPA (ADMIN) HAMPINST 3141.1 Series. At other times, ships in port will notify their operational commander and SOPA (ADMIN) Norfolk/Little Creek/Portsmouth Subarea as appropriate by message, INFO COMNAVREG MIDLANT NORFOLK VA//N30// twenty-four hours in advance of intentions to disable machinery for more than 96 hours to an extent which would prevent safe movement within Hampton Roads under ship's power in case of emergency. Barring no objections by the operational commander and SOPA (ADMIN) Subarea, permission may be assumed to have been granted. Ships berthed at Craney Island and at WPNSTA Station

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Yorktown will maintain ability to get underway with at least one-half of full power/propulsion engine capability at all times. It is suggested the following standard form be used for messages:

FROM REQUESTING SHIP
 TO SOPA ADMIN NORFOLK SUBAREA VA
 SOPA ADMIN LITTLE CREEK SUBAREA VA
 SOPA ADMIN PORTSMOUTH SUBAREA VA
 INFO COMNAVREG MIDLANT NORFOLK VA//N301//
 (APPROPRIATE TYCOM REPRESENTATIVE)
 (OPERATIONAL COMMANDER)
 (IMMEDIATE UNIT COMMANDER)
 NAVSTA NORFOLK VA//PM PORT OPS/N3//
 CONFIDENTIAL //N03501//
 SUBJ DISABLED MACHINERY
 MSGID/GENADMIN/(ORIGINATOR)//
 REF/A/DOC/COMNAVREG MIDLANT/DATE//
 AMPN/COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5400.1 SERIES (SOPA MANUAL)
 ARTICLE 3170.1R.//
 RMKS/1. UNODIR PLAN TO DISABLE MACHINERY AFFECTING MAIN PLANT
 OPERATION FROM _____ TO _____ IN ORDER TO _____. (EMERG
 RFS _____ HRS/*EMERG RFS _____ HRS ONE SHAFT AND _____ HRS BOTH
 SHAFTS.)//
 *Dual shaft ships only

r. Reports of Damage to Naval Vessels, Private Vessels,
 Waterfront Structures, and Personal Property

(1) Each instance of grounding, collision, fire or serious accident to equipment or personnel will be reported in accordance with the provision of NWP 1-03-1. COMNAVREG MIDLANT NORFOLK VA//N301// and NAVSTA NORFOLK VA//PM PORT OPS/00/N3// will be included as INFO addressee on all reports submitted.

(2) COMNAVREG MIDLANT Judge Advocate will arrange for the survey required by Chapter XII, JAG Manual, and will also take the necessary steps to protect the Government's interest in regard to the civil liabilities of the matter. Except as provided in NAVY REGS, 1973, Article 0927, no authority exists for effecting repairs by the Navy to privately owned vessels or property. No personnel attached to the Naval establishment will at any time admit Government liability or represent to the private owner that the repairs of the damaged vessel or property may be carried out for the account of the Government. The determination of the position of the Navy with regard to any particular incident of this nature is properly within the province of the Admiralty Division, Office of the Judge Advocate General and the COMNAVREG MIDLANT Judge Advocate as the representative of the Admiralty Division in the COMNAVREG MIDLANT Norfolk area.

s. Blowing Tubes

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(1) NAVSTA Norfolk. When possible, ships should blow tubes while underway. Ships berthed at NAVSTA Norfolk piers must request permission from SOPA (Admin) Norfolk Subarea.

(2) NAVPHIBASE Little Creek. When possible, ships should blow tubes while underway. Ships moored at NAVPHIBASE Little Creek piers must request permission from SOPA (Admin) Little Creek.

(3) NAVSHIPYD Norfolk Convenience Berths. Ships are not authorized to blow tubes at NAVSHIPYD Norfolk Convenience Berths.

(4) Ships at WPNSTA Yorktown are not authorized to blow tubes inport.

t. Pumping Bilges. Refer to Subgroup 5090.

u. Hazardous Material Handling. Before initiation, all evolutions involving hazardous materials or fueling at, on, or alongside a pier shall be reported to and cleared by the appropriate SOPA (ADMIN) Subarea commander through the local Port Operations department. Hazardous materials include gasoline ("MOGAS") or JP-5; either in bulk or drums, oxygen, compressed flammable gases, or any other highly hazardous items. Routine fueling requests should be made in accordance with paragraphs 3170.2 and 4027.1 of this manual. See Subgroup 11320 for information on fire prevention during hot work, fueling and other hazardous evolutions.

(1) NOTE: Fueling, hazardous material handling, hot work, grinding, sanding, etc. is prohibited at WPNSTA Yorktown. Hot work, grinding and sanding are prohibited at FISC Craney Island Fuel Depot.

v. Use of Sirens, Whistles and Loudspeakers on Vessels. In order to limit the background noise level in port, particularly during darkness, loudspeaker volume should be regulated to present the minimum interference outside the ship.

w. Emergency Drills. All vessels will notify the installation Fire Department before holding emergency drills.

(1) NOTE: Drills are not permitted at WPNSTA Yorktown.

x. Inclination Tests. Due to possible conflict with planned vessel movements, all vessels requiring an inclination test must coordinate the test with Port Operations by message request to NAVSTA NORFOLK VA//PM PORT OPS/N3// not less than three days before requested inclination test date. Include a POC with phone number and an alternate date for the test.

y. Pallets

(1) General guidance

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(a) Empty pallets (40" x 80") are to be stacked ten high and seven long with standard Navy pallets on bottom with wings out so that straddle trucks can pick up. Larger pallets (48" x 48") should also be stacked ten high, but in six stacks.

(b) Do not stack pallets on uneven terrain or against bulkheads. Do not block the approach to the pallet stacks with vehicles, ship support cables or hoses. Straddle trucks need a straight approach and at least three feet clearance on either side of the stacks to make a pick up.

(c) Do not mix trash with pallets.

(2) NAVSTA Norfolk. For pallet removal service during normal hours, contact FISC Norfolk at NAVSTA Norfolk; at NAVPHIBASE Little Creek contact PWC. If assistance is required contact Port Operations.

(a) FISC Norfolk will remove empty pallets automatically from NAVSTA Norfolk piers each working day between the hours of 1530-1700. Ships may request pickup of empty pallets or palletized retrograde (reusable) cargo anytime by calling the FISC Norfolk Transportation Dispatcher (working hours) or the FISC Norfolk Duty Officer (after working hours). Pallets should be staged near the head of the pier in accordance with the general guidance above.

(3) NAVPHIBASE Little Creek. When receiving supplies, ships will return all pallets via the semi-trailer in which the supplies were received. Each ship is responsible for ensuring additional pallets are placed in pallet staging areas located within white lines along the fence line of the piers. The pallets shall be stacked nine high and staged to provide easy access for a forklift. The pallet staging areas are clearly marked with white lines and signs.

(4) NAVSHIPYD Norfolk Convenience Berthing. Contact PWC Norfolk.

(5) WPNSTA Yorktown. In the rare cases where supplies are delivered to ships pierside at WPNSTA Yorktown, pallets should be returned via the semi-trailer delivering supplies.

z. Water, Garbage, Trash, and Refuse Services

(1) Potable Water. All berths have potable water connections. Regional Port Operations has one potable water lighter (YWN-78) assigned for the delivery of potable (180,000 gallons) water to ships at anchorage and remote locations; however, requests shall be limited to emergency or operationally necessary deliveries. Arrangements for deliveries of potable water to an anchorage or remote location are made with the NAVSTA Norfolk Port Operations Duty Officer or by message to NAVSTA NORFOLK VA//PM PORT OPS/N3//. When ships are

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served by YWN-78, they shall ensure that the ship's side is clear prior to its arrival and that adequate fenders, line handlers and effective petty officer supervision are provided.

(2) Feedwater. Regional Support Group (COMREGSUPPGRU) Norfolk has the responsibility for feedwater delivery to all ports in the Hampton Roads area. They coordinate the allocation of three feedwater trucks in providing feedwater to requesting ships. Requests for feedwater from COMNAVSURFLANT units will be submitted to COMREGSUPPGRU Norfolk or via LOGREQ.

(a) Normal maximum delivery to customer ships will be 10,000 gallons for small combatants and 20,000 gallons for large combatants/PHIBGRU/LOGRON ships. These maximum quantities will be absolute due to other delivery requirements. Ships will arrange for routine deliveries during the week by submitting OPNAV Form 4790/2K (citing quantity required) to COMREGSUPPGRU Norfolk during hours 0700-1600 at least 48 hours in advance of delivery.

(b) For weekend deliveries of an unusual nature that are known in advance, deliveries can be scheduled as discussed previously.

(c) For all other emergency feedwater requirements, after normal working hours and on weekends, a priority message to COMREGSUPPGRU NORFOLK VA, INFO COMNAVSURFLANT NORFOLK VA and immediate operational commander, is required, confirming telephone conversation with COMREGSUPPGRU Norfolk Duty Officer and citing amount of feedwater required and justification for emergency delivery. The ship will provide an OPNAV Form 4790/2K with Form DD-1149 discussed in paragraph (d) below.

(d) All ships will be required to submit a completed Form DD-1149 to feedwater delivery personnel at completion of delivery. Quantity of feedwater delivered will be verified by truck attendant and annotated on the DD-1149 prior to truck departure.

(e) This feedwater is funded under fuel/water allotment and is not charged to receiving ship's OPTAR.

(f) Note that shore steam is not certified for use as feedwater due to silicate contamination. Ships may make feedwater while berthed at NAVPHIBASE Little Creek and WPNSTA Yorktown, but may not make feedwater while berthed at NAVSTA Norfolk and NAVSHIPYD Norfolk Convenience Berths due to river siltation rates.

(3) Garbage and Trash Services to Ships at Anchor

(a) Ships at anchor requiring garbage and trash services should contact NAVSTA Norfolk Port Operations.

(4) Garbage and Trash Services to Ships at Piers

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- (a) All burnable trash and garbage shall be placed in containers marked "TRASH" only.
- (b) Use of garbage grinders pierside is prohibited.
- (c) Ships' garbage cans shall not be washed on piers.
- (d) All trash and garbage spilled on pier will be cleaned up immediately.
- (e) Appreciable amounts of paper, books, magazines and files may be disposed of by contacting FISC Norfolk Salvage Yard.
- (f) NO HAZARDOUS MATERIALS MAY BE PLACED IN DUMPSTERS.
- (5) All metal waste/surplus metal shall be placed in special disposal dumpsters marked "METAL ONLY."
- (a) Appreciable amounts of salvageable scrap may be disposed of by contacting FISC Salvage Yard.
- (b) No metallic objects will be dumped in channels, anchorages, or alongside piers in the Hampton Roads area. The provisions of CINCLANTFLTINST 5400.2 series, Article 3804 (U.S. ATLANTIC FLEET Regulations) shall be strictly enforced.
- (6) Should the quantity of trash, garbage, or waste/surplus metal warrant special pickup during normal hours, contact PWC Norfolk Ship Support Office for all dumpster service. After hours service is only available on an emergency basis through the PWC Norfolk Duty Officer.
- (7) Arrangements for garbage and refuse disposal at WPNSTA Yorktown will be made through Port Operations.
- (8) NAVSHIPYD Norfolk Burnable Waste Containers. All persons having food in their possession will keep it in proper containers. Waste food and garbage will be deposited in plastic bags and deposited in orange boxes (marked "Burnable Waste") provided by the shipyard. Requests for additional boxes or for boxes to be emptied should be submitted to the Public Works Trouble Desk.
- aa. Security of Moorings. Commanding officers of ships moored to piers in Hampton Roads are cautioned that responsibility for the security of mooring lines rests with each individual ship. Commands should require that moorings be inspected at least once each four hour watch.
- (1) Mooring lines. The overall mooring line pattern affects the load distribution to individual lines. The effectiveness of a

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mooring line is influenced by its slope (that is, the vertical angle formed by the line to the pier deck), and by the horizontal angle formed by the line with the centerline of the ship. The steeper the orientation of the line, the less effective it is in resisting horizontal loads.

(a) Mooring lines, including the bow and stern lines, should be arranged as symmetrically as possible about the perpendicular center line of the ship (a line 90 degrees to the fore and aft of center line) to ensure a balanced load. In addition to the single part of a mooring line at each bitt, pass a bight of line to the bollard on the pier, this results in three parts of the line holding the ship at that point. To ensure that the three parts of the line take an equal strain, take a simple round turn to the first barrel of the ship's bitt closest to the chock before passing the bight to the pier. After the slack is taken out of the bight, and the three parts are under equal tension, fairlead the standing part to the second barrel and then figure eight the line. Nylon and polyester lines are the best choice where high storm surge is expected, because of its relatively greater elasticity than wire rope or aramid fiber. Nylon will provide improved load sharing between parts of the mooring line and between the lines as the ship moves alongside the pier.

(2) Heavy weather mooring guidance. During changes in water level with tidal surges or wind direction, ensure that neither significant slack nor excessive strain occurs on mooring lines. If low stretch lines are long and steep, vertical angles are avoided to allow the lines to work effectively without tending. A moor using nylon or polyester lines will benefit greatly from the use of extra breast and spring lines to minimize the ship's movement. These lines will generally perform better than lines with less elasticity. The practice of deploying an anchor underfoot is of limited value except when deploying an anchor away from the deck with a catenary in the chain while holding the ship off the pier during surging. Deploying two anchors has proved to settle the bow from surging during high winds.

(3) Mooring in the shipyard. The range of the tide at the shipyard is sufficiently small to allow for a relatively tight moor at all times without having to rework the lines with tide changes. It is the responsibility of commanding officers to ensure a tight moor exists at all times in order to preclude a drift away from the pier if sudden winds should develop.

bb. Pier Loading Restrictions

(1) NAVSTA Norfolk. Crane weight restrictions apply to all piers. Cranes contracted through private firms must be cleared to operate by PWC Norfolk Engineering.

(2) NAVPHIBASE Little Creek

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(a) Loading on piers 1 through 8 will be limited to 15,000-lbs. gross weight per single axle.

(b) Piers 11 through 19 and 56 through 60, plus Little Creek Cove Quaywall, are concrete piers. Ordinary traffic for the handling of stores and material is allowed on these piers. Limitation of loading on Piers 11 through 19 and 56 through 60 is 500 pounds per square foot (a 20-ton truck with load, or under certain conditions of radius and placement, a truck crane with a 10-ton capacity is permissible). Cranes are not permitted for loading on any pier or ramp in Desert Cove (Piers 36 through 55). All loading operations shall be conducted under the cognizance and supervision of the Transportation Division, PWC Norfolk (Heavy Equipment). The loading ramps located adjacent to Piers 11 through 19 will support a loading of 500 pounds per square foot (a 20-ton truck with load, or a 60-ton tank; or a M26-A1 tractor with trailer). Piers 20 through 34 and 36 through 55 have a load limit of 10 tons. The loading ramps between piers 25 through 29 and 52 through 55 have a 30-ton capacity. No parking will be permitted on the piers, ramps or access roads.

(3) NAVSHIPYD Norfolk Convenience Berths. Crane weight restrictions apply to all piers. Cranes contracted through private firms must be cleared to operate by NAVSHIPYD PWC Engineering.

(4) WPNSTA Yorktown. LANTORDCOM arranges for crane service to ships receiving/offloading ordnance. Ships may not arrange any maintenance/crane use while inport at WPNSTA Yorktown.

cc. Pier Laydown Areas

(1) Ships requiring a pier laydown area to support an IMA, RAV, ROH, DECOM, PRECOM, or any other maintenance/ installation shall submit a message request three working days in advance using the following format:

FM {Originator}
TO SOPA ADMIN NORFOLK SUBAREA VA
SOPA ADMIN LITTLE CREEK SUBAREA VA
SOPA ADMIN PORTSMOUTH SUBAREA VA
SOPA ADMIN YORKTOWN SUBAREA VA//N3//
INFO (ISIC)
PIER SOPA (if other than originator)
UNCLAS //N03170//
SUBJ/REQUEST FOR PIER LAYDOWN AREA//
MSGID/GENADMIN/(ORIGINATOR)//
REF/A/DOC/COMNAVREG MIDLANT/DATE//
AMPN/COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5400.1 SERIES (SOPA MANUAL)
RMKS/1. IAW REF A, REQUEST PIER LAYDOWN AREA FOR PIER BERTH ____:
A. TIME PERIOD REQUESTED
B. REASON/PURPOSE OF REQUEST

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- C. DIMENSIONS OF AREA REQUESTED
- D. PRIMARY LOCATION OF DESIRED AREA
- E. EQUIPMENT AND MATERIAL TO BE PLACED IN LAYDOWN AREA
- F. 24 HOUR POINT OF CONTACT
- G. ANY ADDITIONAL REMARKS

(2) Restrictions. Laydown areas shall be approved for the period when the ship is inport only. All equipment/gear/ material must be removed from the pier when the ship gets underway.

(3) Exceptions. Mandatory equipment required to support normal inport operations, such as pure water tanks for nuclear-powered vessels, do not require a pier laydown request.

(4) Emergent requests. Ships requiring a laydown area within one working day should contact local Port Operations for assistance.

3170.2 Current Inport Fueling and Fuel Oil Transfer Bill. Ensure that the inport fueling and fuel oil transfer bill is current. Compliance with the bill will reduce chances of a spill. Ensure that all non-U.S. Navy ships are boomed prior to any fuel transfer.

a. Fueling procedures. To initiate a fueling operation, fleet units will request fueling services at least 24 hours in advance from FISC Craney Island Fuel Depot scheduler, to arrange fueling and defueling services. See paragraph 4027.1 of this manual for information on arranging fuel deliveries.

(1) Oil containment booms are supplied as follows:

(a) NAVSTA Norfolk - Oil containment booms for daylight refueling are optional. Ships that require and/or desire an oil containment boom must contact PWC Norfolk Oil Recovery at least 24 hours prior to commencement of the fueling operation.

(b) NAVPHIBASE Little Creek - Oil containment booms are mandatory; services are provided by Port Operations.

(c) NAVSHIPYD Norfolk Convenience Berthing - Oil booms are mandatory during all fueling/defueling operations. Oil boom services are provided by NAVSHIPYD Norfolk Shop 99.

(d) WPNSTA Yorktown - Oil containment booms are required during all port visits and will be provided to each visiting ship upon arrival. No refueling is available at WPNSTA Yorktown.

(2) It is the ship's responsibility to confirm both fuel/defuel services and oil containment boom availability in advance of the operation. Additionally, ships must ensure the containment boom is opened/removed upon completion of the fueling evolution to ensure fuel barges can be removed.

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(3) FISC Norfolk fuel department will contact each ship the day prior to the evolution and visit the ship the morning of the evolution to ensure requisite fueling support. Ships can contact the Department Fuel Superintendent, Deputy Director or the Department Director to resolve any fueling conflicts or discrepancies.

(4) Fueling operations shall not be conducted at the same pier or anchorage simultaneously with ammunition handling. Ordnance evolutions will have priority over fueling operations. A fuel and ordnance advisory is transmitted daily and indicates ships that have confirmed fueling and ordnance for that day and projects the next five working days to facilitate ships planning operations which may be impacted by ordnance or fuel operations.

(5) Fueling/defueling operations will normally be conducted during daylight hours.

b. Fueling After Dark Requirements. Normally, all fueling evolutions will be scheduled during daylight hours. When scheduled daylight fueling operations are not forecast to be completed by sunset, ships may request permission to fuel or defuel after dark from the Commanding Officer of the appropriate installation by phone call to the local Port Operations. The following additional requirements must be in place:

(1) Extra topside safety watches will be stationed at the fueling station and on the pier/barge.

(2) Oil containment boom

(3) Adequate lighting

(4) The Chief Engineer/Aviation Fuels Officer (as appropriate) will be on board to supervise the evolution.

c. Fueling at Anchorage. Fueling at Navy controlled anchorages in Hampton Roads is permitted. Contact NAVSTA Norfolk Port Operations to request fueling at anchorage, allowing enough lead time to permit Port Operations to notify the Coast Guard Marine Safety Office two hours in advance of the evolution.

d. Prevention of Water Pollution. See Subgroup 5090 of this manual for information on the prevention of water pollution.

e. Fire Prevention during Fueling. See Subgroup 11320 of this manual for information on the safe handling of inflammable materials.

3170.3 Diving Operations (Inport). In order to ensure the safety of divers providing services to ships and facilities in Hampton Roads,

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the following procedures shall be followed. (See Subgroup 3522 of this manual for procedures for sonar operations.)

a. Safety. Diving officers, master divers and diving supervisors shall ensure that diving operations are conducted safely and that proper tag out procedures are followed at all times. Commanding Officers shall ensure that ship's instructions and bills regarding diving operations are strictly followed.

b. Lights and Dayshapes. Ships shall hoist CODE ALPHA on appropriate yardarm during daylight hours, or shall display light signal of red over white over red during hours of darkness.

c. Notification for Maintenance Dives

(1) NAVSTA Norfolk. Diving Supervisors of each dive team shall notify Norfolk Port Control (VHF Channel 13/14) prior to first dive with approximate time of completion. Continuously monitor Channel 13/14 for notification in the event of emergent or unscheduled vessel movements. Notify Norfolk Port Control when diving operations are completed or secured for the day.

(2) NAVPHIBASE Little Creek. Ships scheduling diving operations shall advise Little Creek Port Control of their intentions by calling Port Operations. Diving Supervisors check in with Port Control on VHF Channel 12 prior to commencing diving operations, continuously guard Channel 12, and check out at the completion of diving operations.

(3) NAVSHIPYD Norfolk Convenience Berthing

(a) Commands/activities desiring to dive shall notify the following offices at least 48 hours in advance of desired dive:

1 NAVSHIPYD Norfolk Combat Systems Office (to ensure no approved sonar requests conflict with dive time)

2 NAVSHIPYD Norfolk Port Operations (to ensure no ship movements or dock trials conflict with dive time)

3 If diving in the vicinity of a nuclear ship, notify the NNSY radiological control office.

4 NAVSHIPYD Norfolk Duty Officer. The Duty Officer will confirm that no conflicts exist and will grant dive approval.

(b) Once permission is granted, Diving Supervisors will contact the NAVSHIPYD Norfolk Duty Office prior to first dive with approximate time of completion and again once diving operations are complete for the day. Diving teams must continuously monitor VHF Channel 13 during diving operations.

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(4) WPNSTA Yorktown. Normally, diving operations are not permitted at WPNSTA Yorktown. Emergent requirements shall be coordinated with Port Operations after normal working hours, contact the CDO.

d. Requests to Conduct Diving Exercises

(a) All resident commands of NAVPHIBASE Little Creek scheduling diving operations will ensure that exercises are scheduled with NAVPHIBASE Little Creek Plans Officer.

(b) Any exercises to be conducted at other Hampton Roads ports besides Little Creek must be coordinated with NAVSTA Norfolk well in advance of scheduled commencement by message request to NAVSTA NORFOLK VA//PM PORT OPS/N3//. Include POC with phone number as well as a description of the exercise.

(c) All notification procedures outlined above in paragraph c must be adhered to during all exercises.

e. Vessel Movements. Commands controlling merchant ship and barge movements shall notify Norfolk Port Control or NAVSHIPYD Norfolk Port Operations a minimum of twelve hours in advance of such movements. Ensure all contracted tugs check in with Norfolk Port Control on VHF Channel 13/14 or NAVSHIPYD on VHF Channel 13/79 prior to entering NAVSTA Norfolk/ NAVSHIPYD pier areas for permission to enter the area.

f. Scheduling Conflicts. COMREGSUPPGRU Norfolk will resolve conflicts between diving and sonar requirements at NAVSTA Norfolk piers. For assistance call COMREGSUPPGRU Diving Coordinator. In general, priority shall be given to diving operations on deploying units, emergent work, and work to correct CASREPs over routine preventative maintenance sonar testing.

3170.4 Small Boat Operations

a. NAVSTA Norfolk

(1) Small boats shall not exceed a speed of five KTS when entering slips or the small craft basin at NAVSTA Norfolk.

(2) Fleet Landing. Vessels pierside or at Golf Anchorage desiring to use Fleet Landing shall coordinate with Norfolk Port Operations by contacting Norfolk Port Control on VHF Channel 13/14.

(3) Stowage of Ships' Boats Ashore. Boats will not be placed on piers for overhaul, cleaning or stowage purposes. Arrangements will be made with Port Operations Officer for area assignments.

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(4) Berthing of Flag Officers' Barges in the Lagoon.

Facilities are available for berthing of flag officer's barges in the small boat lagoon. Those desiring to utilize this service should contact the CINCLANTFLT Aide or they may include requirement for this service in a LOGREQ.

b. NAVPHIBASE Little Creek

(1) Heavy fog conditions frequently prevail in this area which render boating hazardous. Boat coxswains will ensure possession of a compass and predetermined magnetic course to steer in order to reach their destinations.

(2) Small boats shall not exceed a speed of five KTS in Little Creek harbor or channel, except when they are seaward of the southern end of the jetties. Boats will keep clear of the Floating Drydock east of Pier 10.

(3) Commanding officers must be alert to weather conditions, as the waters in the vicinity of Little Creek rapidly become unsafe for small boats during periods of high winds.

(4) Small boats proceeding from the anchorage to NAVPHIBASE Little Creek will make the Fleet Landing located at the Quaywall West (tug berth). They will not land liberty parties on property belonging to the Virginia and Maryland Railroad, or the NAVPHIBASE Little Creek Marina. Small boats may use finger piers (Piers 1-8).

c. NAVSHIPYD Norfolk Convenience Berths. Small boats proceeding in the vicinity of NAVSHIPYD Norfolk must stand clear of the Controlled Industrial Area unless granted permission to enter. Entry into Fleet Landing at Slip 1 for small boats must be coordinated with Portsmouth Port Control on VHF Channel 13/79.

d. WPNSTA Yorktown. Small boat operations are normally not permitted at WPNSTA Yorktown. Contact Yorktown Port Operations to request an exception.